

The Brave

WEST GEORGIA COLLEGE
STUDENT HANDBOOK
1974-75



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CONTENTS

CALENDAR	2
ACADEMIC INFORMATION	3
Academic Advising	3
Class Attendance.....	3
Retention	3
Probation.....	3
Academic Irregularity Procedure	4
ACTIVITIES	4
Introduction	4
Honor Societies	4
Religious Organizations	4
Departmental and Professional	5
Special Interest Groups.....	6
Fraternities.....	7
Sororities	8
College Program Board.....	8
Policies for Use of Student Center.....	9
Publications	10
Intercollegiate Athletics	10
Intramural Program.....	10
Approval and Recognition of Organizations	10
STUDENT SERVICES	10
Student Government.....	11
Religious Organizations	11
Lectures, Concerts, and Assemblies	11
Fine Arts Festival.....	11
Spring Fling	11
International Students	11
Women's Center.....	11
College Store.....	12
Laundry Service.....	12
College Post Office.....	12
Student Center.....	12
Health Services	12
Automobiles	12
Residence Living	12
Library	12
Special Services	12
Activities Scheduling	12
COUNSELING, FINANCIAL AID, and PLACEMENT	13
STUDENT REGULATIONS AND STANDARDS	13
Regent's Statement on Disruptive Behavior.....	14
Student Conduct Code	14
Dress	17
Smoking.....	17
Changing Student Regulations & Standards.....	17
Invitation of Speakers to Campus.....	17
Demonstrations	17
Disciplinary Procedures	17
Rights of Student Defendant	18

CALENDAR, 1974-75

FALL QUARTER, 1974

August 30	Last day for new students to file applications for fall quarter.
September 16	Dormitories open
September 16-18	Orientation for Freshmen
September 18-19	Registration
September 20	Classes begin
September 20, 23-24	Class changes and late registration
November 5	Election Day recess
November 27- December 1	Thanksgiving recess
December 2	Classes resume
December 9-12	Examinations
December 13-January 5	Christmas recess

WINTER QUARTER, 1975

December 13	Last day for new students to file applications for winter quarter
January 5	Dormitories open
January 5-6	Orientation
January 6	Registration
January 7	Classes begin
January 7-9	Class changes and late registration
March 16	Graduation
March 17-20	Examinations
March 21-23	Spring recess

SPRING QUARTER, 1975

March 4	Last day for new students to file applications for spring quarter
March 23	Dormitories open
March 23-24	Orientation for Freshmen
March 24	Registration
March 25	Classes begin
March 25-27	Class changes and late registration
June 1	Graduation
June 2-5	Examinations

SUMMER QUARTER, 1975

May 21	Last day for new students to file applications for summer quarter
June 8	Dormitories open
June 8-10	Orientation for Freshmen
June 10	Registration
June 11	Classes begin
June 11-13	Class changes and late registration
July 4	Holiday
August 10	Graduation
August 11-14	Examinations

ACADEMIC INFORMATION

Students are referred to the General Catalog for academic information concerning grades, class standing, probation, exclusion, and readmission. The Dean of Student Services and the Registrar are available if assistance is needed in the interpretation of academic regulations.

ACADEMIC ADVISING

Each student is assigned to a faculty member who serves as his academic advisor and assists him in planning his program of study. The student is expected to consult with his advisor on all matters relating to his major and related work and to seek advice on other questions concerning his academic program.

Records for each student are compiled from admission documents, grade reports, test results, and reports from faculty advisors. Tests are available to assess academic potential, vocational aptitude, and personal adjustment.

It is the student's responsibility to select and register for the proper course needed for his major program and which will enable him to satisfy degree requirements at the time he expects to graduate. In selecting courses he may step up one level of course numbers or down one, i.e., a freshman may step up to a 200-level course or a junior may step down to a 200-level course. If the student registers for a course for which he has received credit at West Georgia College or elsewhere, he forfeits the course credit.

CLASS ATTENDANCE

Each instructor determines the specific absence policy in his class. It is expected that he will announce that policy during the first few meetings of the class. He judges whether absences are justified and determines if a student should remain in class or be dropped. In all cases the student is responsible for all material presented in class and for all announcements and assignments.

Circulars inform the instructor of absences resulting from college-sponsored activities, and each student is issued a slip when he enters the infirmary. The student is expected to explain all other absences to each of his instructors. Any non-dormitory student who must be absent for more than three successive days is required to notify the Office of the Dean of Student Services.

If a student for legitimate reasons is unable to continue attendance in a class he should formally drop the class or withdraw from the College; otherwise a grade of F will be recorded.

RETENTION

Academic Warning

A student will be on academic warning when his cumulative grade point average falls below 2.0. Penalty is not associated with academic warning. The warning will be placed on his grade statement as follows: ACADEMIC WARNING.

Dismissal

A full-time student failing to pass at least 5 hours in a given quarter will be dismissed.

A freshman student failing to earn a cumulative grade point average of at least 1.5 after attempting 45 hours (or three quarters) will be dismissed.

Students other than freshmen will be evaluated quarterly on the basis of cumulative grade point average for the total number of hours attempted. Hours transferred will be included in determining the total hours attempted; however, the cumulative grade point average will be computed only on work completed at West Georgia College. A student failing to earn the cumulative grade point average required for the total number of hours attempted as indicated below will be dismissed.

1 -	45 hours	- 1.5
46 -	90 hours	- 1.6
91 -	135 hours	- 1.7
136 -	hours	- 1.8

Dismissed students may be readmitted on regular probation 12 months from the date of dismissal or may be readmitted on summer probation.

PROBATION

Regular Probation

If readmitted, the dismissed student must attain the cumulative grade point average required in the probation quarter or make significant progress toward doing so (overall 2.0 in at least 10 hours). The student showing significant progress may remain on probation an additional quarter in order to earn the cumulative grade point average required (overall 2.0 in at least 10 hours).

Summer Probation

A dismissed student may attend summer quarter on probation in order to raise his cumulative grade average to the level required. If the level required is attained, the student may enroll for the following fall quarter. If not, dismissal will be resumed for the remainder of the original period. Students earning the privilege to continue under this provision must also earn an overall 2.0 record in at least 10 hours for the fall quarter.

Restrictions

Students on probation will not be eligible to participate in activities requiring public performance or to hold a student office. Students on probation may not register for courses which require or might require public performances (e.g., choir, debating, and dramatics). Music and speech majors are permitted to enroll in such courses if their major requires it, but are not permitted to participate in off-campus performances.

Students on probation will not be eligible for employment as student assistants. They are strongly advised to relinquish any outside part-time employment.

Withdrawals

Formal withdrawal from the College must begin with written approval from the Office of Student Development Services. At the time approval is granted, specific instructions are given the student for the completion of his formal withdrawal. The student is not withdrawn until clearance has been obtained from the Office of Student Development Services.

ACADEMIC IRREGULARITY PROCEDURE

When a student is charged with academic dishonesty the case shall be referred to the Faculty Senate sub-committee on Academic Appeals where it will be reviewed with full assurances of procedural due process.

ACTIVITIES

An education at WGC means more than attending classes. Other tools are essential for a well-rounded education. A wide range of extra-curricular activities are offered to the students. These activities are available to satisfy student's needs. Extra-curricular activities, are not separate and apart from the academic; they serve to increase the total academic experience.

ORGANIZATIONS ARE RESPONSIBLE FOR ACTIVITIES

More than 60 chartered student groups are available to students. These give the students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Included are organizations which govern living groups, campus-wide student government organizations, academic college student organizations, religious groups and recreational groups.

Students staff the campus publications including the campus newspaper, THE WEST GEORGIAN and the yearbook, the CHIEFTAIN. All organizations offer at least three levels of involvement: participating member, committee member or head, or officers.

HONOR SOCIETIES

Accolade

Accolade is a service organization for junior women. The purpose is to promote loyalty, to advance service, to encourage leadership, and to maintain a high standard of scholarship.

Alpha Lambda Delta

Alpha Lambda Delta is a national freshman women's honor society. The purpose is to promote intelligent living and a high standard of learning, and to encourage superior scholastic attainment.

Presidential Scholars

The Presidential Scholars is an organization founded to recognize and encourage high scholarly achievement among West Georgia College students and to promote communication between these students and faculty on an informal basis. When you apply to West Georgia College, you will automatically be considered for this honor since membership is open to all classes, including new freshmen and transfers. Membership is determined annually, when each student's record is reviewed, and you will have the opportunity to receive this honor each year of your stay at West Georgia College. There is no cost for membership, and activities include monthly luncheons with guest speakers and an annual banquet. You will be notified if you are chosen to be a Presidential Scholar.

Phi Alpha Theta

Phi Alpha Theta is an International History Honor Society. The objective of Phi Alpha Theta is the promotion of the study of history by the encouragement of research and the exchange of learning and thought among historians.

Phi Eta Sigma

This is an honor society for men who have shown high scholastic achievement during their freshman year. They strive to encourage and stimulate scholarship and achievement.

Pi Gamma Mu

Pi Gamma Mu is the national honorary fraternity for students of the social sciences. The purposes of Pi Gamma Mu are to promote interest in the social sciences and to recognize excellence of students pursuing these studies.

Blue Key

Blue Key is a national honor fraternity whose purpose is service to the college and fellow students. Membership must have a class standing in the upper 35%. He must be an undergraduate in residence at least two quarters at West Georgia, maintaining a full academic load (12 hours). The applicant must have been/or held at least two major leadership positions either in academic or social organizations.

RELIGIOUS ORGANIZATIONS

Baptist Student Union

The Baptist Student Union is a campus organization sponsored by the Baptist Churches. There are no membership requirements since all students are invited to participate in all of its activities.

Its purposes are to encourage the student in a responsible church relationship and to provide weekday ministry to the students. Meetings and activities are held at the BSU Center. The members are assisted in their work by a full-time Baptist minister, whose office is located in the center.

Canterbury Club

This is the Episcopal organization on campus, sponsored by the Episcopal church. Membership is open to all students and activities are varied.

Newman Club

The Newman Club is the campus organization sponsored by the Catholic Church. Membership, however, is open to any interested student.

Its purpose is to help the student develop and broaden his religious, educational and social interests.

Wesley Foundation

The Wesley Foundation is the campus organization sponsored by the Methodist Church. Its membership is open to anyone.

The Wesley Foundation offers students a focal point for personal endeavors. Programs range from participation in campus events, to several types of programs working with disadvantaged youth, to witnessing and sharing opportunities on campuses and in the community.

People United For God

People United For God, or P.U.G., is a religious organization with no particular affiliation to any church. It seeks to bring students together in their worship of God through musical and religious programs. Its membership is open to all.

DEPARTMENTAL AND PROFESSIONAL

Alpha Kappa Psi

The organization is open to business students.

The purposes and objectives of Alpha Kappa Psi are: to further the individual welfare of its members; to foster scientific research in the fields of commerce, accounting and finance; to educate the public to appreciate and demand higher ideals therein; and to promote and advance at West Georgia College courses leading to degrees in business administration.

Alpha Phi Omega

Alpha Phi Omega is a national service fraternity established with the purpose of promoting leadership, friendship, and service on the college campus.

The organization affords its members a chance to serve the students and faculty, youth and community, members of the fraternity and the nation as participating citizens. The major requirements for membership are scholarship or present affiliation with the Boy Scouts of America.

Chemical Society

The West Georgia College Chemical society is designed to promote academics and instill professional pride in chemistry students. This is a new organization and encourages chemistry majors and minors to become members.

Circle K Club

The Kiwanis Club of Carrollton has established a Circle K Club to promote civic welfare of the college.

It desires to develop within members the high degree of citizenship and social service exemplified by the constitution and by-laws of Kiwanis International. Members are selected on the basis of scholarship, civic interest, and leadership.

Council for Exceptional Children

The purpose is to promote the education of exceptional children and youth through stimulating, furthering, and strengthening the interests of young adults in this facet of professional education.

Delta Mu

Delta Mu is the women's music fraternity formed for the purpose of raising the standard of musicianship and scholarship among its members and to promote music within the school and community.

Geology Club

The purpose of the Geology Club is to stimulate interest in and to acquire knowledge of the earth sciences. This can best be done by offering members opportunities for field studies and field trips, by visits from leaders in the earth sciences, and by social events at which both students and professors can exchange ideas.

Phi Beta Lambda

Phi Beta Lambda is open to any student interested in the field of business. The chapter is affiliated with the state and national organizations.

Its purposes are to create more understanding and interest in business education, to develop character, and to train for useful citizenship. Social as well as professional meetings are held at regular intervals.

Physical Education Majors Club

The purpose of the Physical Education Club is to stimulate and promote professional growth and personal relationships through activities meetings and special programs.

Psychology Club

The purpose of the Psychology Club is three-fold: to provide opportunities for those interested in the field of psychology to discuss mutual interest and problems; to stimulate and foster interest in the professional field of psychology and; to provide contacts with people in the field of psychology and experiences that contribute to the student's understanding and growth. Membership is open to anyone interested in psychology.

Sociology Club

The club affords an opportunity for sociology students at West Georgia College to become better acquainted and to secure the intellectual stimulation that arises from professional associations.

Student Education Association

The Student Education Association is open to all students who are interested in teaching. The Tieje-Downs Chapter is affiliated with the state and national organizations and provides contact with leaders in the profession and opportunities for experiences that will contribute to growth toward becoming a teacher.

SMENC Association

The Student Music Educators National Conference acquaints students with the privileges and responsibilities of music and the music education profession. The organization provides for its members an opportunity to become acquainted with leaders in the music profession as well as SMENC members of other colleges and universities.

Student International Meditation Society

SIMS is an organization designed for students interested in transcendental meditation. They conduct lectures and seek to promote meditation at the college.

West Georgia Archaeology Club

The purpose of the West Georgia Archaeology Club is to promote interest in archaeology with emphasis being placed on the archaeological significance of the West Georgia area. Club members are trained in archaeological method and theory and participate in actual field excavations.

West Georgia Physics Society

The purpose of the Physics Society is the advancement and diffusion of knowledge of the science of physics. Membership in this organization is open to all students who are interested in physics.

SPECIAL INTEREST GROUPS

Barbell Club

The purpose of the West Georgia Barbell Club shall be to improve physical fitness, compete with other schools, clubs, etc. and to instruct students in all aspects of weight-lifting.

Black Student Alliance

The purpose is to promote dignity in the black people, increase understanding and the exchange of ideas between black and white students and to promote the interest of WGC.

Broadcasting Club

Members of WGC's Broadcasting Club participate in the operation of the campus radio station.

The purpose of the club is to provide a communication source within the college, as well as provide additional communication between the college and community, and to give increased student involvement in the institution. Any interested student may become a member.

Concert and Pep Band

The Concert Band is open to students from all departments of the college. Performances include a wide variety of music, including contemporary band literature and popular tunes. Concerts are given both on and off campus, and credit is granted to those meeting the requirements.

The Pep Band is composed of volunteers from the Concert Band, and its primary function is to play at athletic events. There is also a Brass Ensemble which has opportunities for performances.

Debate Team

West Georgia's debate program stimulates interest in academic competition between various colleges and universities. The debate team participates in intercollegiate tournaments throughout the United States and competes against more than 200 schools.

Flying Club

This club's purpose is to promote the skill, safety, education and sport of flying. Any member of the student body, faculty or staff and family members of said persons are eligible for membership.

Grotto of N.S.S.

The "caving club," as the grotto is commonly called, tries to promote interest in cave exploration, with an emphasis placed on safety. All club members receive instructions in all phases of caving, such as mountaineering, rock climbing, rope work, and surveying.

International Club

This club is open to foreign and American students to discuss means of improving harmony between nationalities.

Intramural Association

The Men's Intramural Association is an organization whose only purpose is to encourage and provide opportunities for active participation in intramural sports.

Membership in the Women's Intramural Association is open to all women students on the campus.

Some of the activities offered are flag football, volleyball, softball, basketball, table tennis, foul shooting, and tug of war. Individual and team trophies are awarded to the winners of the various activities at the end of each year.

Karate Club

The West Georgia Karate Club seeks to promote the development of high levels of sportsmanship and fairness in all phases of life and to promote a competitive spirit. The members are taught the various techniques of Karate.

Letterman's Club

The club is composed of men who have received a letter for superior performance in one of the varsity sports. The purpose of the club is to promote good sportsmanship and school spirit among the athletes and student body and to support all the athletic teams sponsored by the college.

Sport Parachute Team

This team trains novices for their first jump and is fully equipped with chutes, drop zone, jumpmaster, instructors, and a licensed rigger. The team operates under the auspices of the U. S. Parachute Association, the Federal Aviation Agency, and seeks to compete with other schools of the National Collegiate Parachute League.

Student Art Association

The purpose of this organization is to promote art at West Georgia and the surrounding community. Membership is open to all students interested in art.

Student ACM

The purpose of the Student Chapter of the Association for Computing Machinery is to promote an increased knowledge of science, a greater interest in computing machinery, and a means of communication between persons having interest in computing machinery.

Theatre Art Society

The Theatre Art Society seeks to stimulate interest and promote skill in acting, directing, and stage management, as well as to further the knowledge of the individual in drama. It also gives each member an over-all concept of the ideals and practices in all aspects of theatre.

Membership is open to any student interested in theatre arts.

WGC Choirs

All choirs are open to all students, including non-music majors.

The Concert Choir consists of 40-50 members. This choir has toured extensively in the eastern part of the United States. It meets four days a week and performs frequently with orchestra.

The Chamber Singers is a choral group consisting of 15-20 singers selected by audition. They rehearse four days a week and present at least one concert per quarter on campus, in addition to performances throughout the state. The chamber singers specialize in music written for the small ensemble, from the middle ages through the avantgarde.

The Women's Ensemble is open to all women students interested in singing. They perform mainly on campus.

The Men's Ensemble is open to all men, meeting two hours a week and performing primarily on campus.

FRATERNITIES

Alpha Tau Omega

Alpha Tau Omega was founded as Kappa Phi Fraternity in April of 1968. The founder felt that a strong fraternity was needed composed of persons "not losing their own personal identity, but gaining brotherhood — strength and knowledge." Kappa Phi colonized with Alpha Tau Omega on January 26, 1972 with the same ideals in mind. The Fraternity house is located on Newnan Street.

Delta Tau Delta

Delta Tau Delta was founded in January, 1972 and recognized by Student Government Association February 8, 1972. We are a young, growing brotherhood with emphasis on individuality, leadership, and achievement.

The purpose of Delta Tau Delta is to promote fellowship, high standards, morality, and to further a good relationship between the college and community.

Chi Phi

Chi Phi at West Georgia College was established as a colony in February, 1972.

The Chi Phi fraternity was originally founded on friendship and stands for liberty, truth, honesty, and personal purity. The group at West Georgia strives to uphold these standards, and have a true brotherhood in all senses of the word.

Kappa Sigma

The Lambda Delta Chapter of Kappa Sigma Fraternity received its charter on April 2, 1971, making it the first national fraternity on the campus of West Georgia College. Since then the chapter has initiated over one hundred men and has a present active brotherhood of 60 men.

Kappa Sigma has received many honors in its brief history. Some of these have been first place for their homecoming float and first place in regards to returning alumni for 1971, semifinalists in basketball, softball, and "Best Overall Fraternity 1970-1971."

The objectives of the fraternity are defined as "a solid foundation built of the combination of real friendship and loyalty, nurtured by cooperation and understanding."

Pi Kappa Alpha

Established in January of 1968, the Cavaliers was one of the first social clubs to be established at West Georgia College. From the original 35 charter members of the Cavaliers has evolved the establishment of the Pi Kappa Alpha Colony on April 4, 1971. The chapter

now has 56 active members.

The purpose of Pi Kappa Alpha is the establishment of friendship on a firmer and more lasting basis; for the promotion of brotherly love and kind feeling; for the mutual benefit and advancement of the interests of those with whom they sympathize and deem worthy of regard.

Sigma Nu

Sigma Nu at West Georgia College was formerly Delta Kappa Fraternity a local group. They became affiliated with the national fraternity in November, 1970.

Sigma Nu is the "Honor Fraternity" and has set forth a creed that stresses believing in the life of love, walking in the way of honor and serving in the light of truth. This creed has become part of Delta Kappa as well as all chapters of Sigma Nu across the nation.

The fraternity was founded during spring quarter of 1968 with scholarship, brotherhood, and humbleness being its main purposes. From the original group of 13 men, the fraternity has grown to include almost 60 initiated brothers, participating in all facets of college life.

Tau Kappa Epsilon

Ni Theta chapter of Tau Kappa Epsilon fraternity is one of the most dynamic chapters in the nation.

The Teke calendar is always filled with parties, special events, and public service projects. Yet, academic achievement is a primary concern.

Xi Theta chapter, installed in June, 1971, developed locally as Pi Kappa Sigma, which formed late in 1969. It is part of the largest fraternity in the nation, boasting over 325 chapters in the nation and Canada.

The national fraternity deems sterling character and staunch uprightness to be the necessary qualifications for membership.

SORORITIES

Alpha Gamma Delta

Gamma Tau Chapter was established on this campus in 1968 as Sigma Chi Omega local sorority.

One of the contributions Gamma Tau Chapter has made was the bringing of the nationally known "Toys for Tots" program to Carrollton with the help of a campus men's fraternity and the U. S. Marine Corps Reserve.

In addition to this and many other worthwhile projects, Gamma Tau participates in many social projects such as Fraternity Exchanges, Dads and Moms Weekends, a Christmas Formal, and a Pledge Valentine Dance. Much emphasis is also placed on scholastic achievement.

Chi Omega

The Phi Kappa chapter of Chi Omega was installed on the West Georgia College campus in the Spring of 1971 and has approximately 50 active members.

The underlying principles of Chi Omega's development are that it is a group of friends at the college level of intelligence; that such a group stimulates abilities and principles upon which the quality of a civilization depends; that such groups aid in the preservation of freedoms essential to the development of the individual; but that such individuals are aware of the subjective values that history proves wise.

Delta Delta Delta

The local chapter of Phi Sigma Delta formed in November, 1967, became a part of the national fraternity Delta Delta Delta in the school year 1970-1971.

There are three phases of membership in the fraternity: pledgeship, collegiate chapter membership, and alumnae chapter membership.

The pledge period offers an opportunity to fulfill Tri Delta's faith in you by developing as an individual and as a contributing member of the college community.

Delta Sigma Theta

The Kappa Delta Chapter of Delta Sigma Theta was installed at West Georgia in May, 1973.

The major purpose of the sorority is to promote cultural, intellectual, and moral standards. Service also plays a large part in the organization.

Kappa Delta

The Delta Psi chapter of Kappa Delta Sorority at West Georgia College became a colony of Kappa Delta on January 5, 1970. The colony was installed April 3, 1971.

The sorority has as its national philanthropy aiding in the support of the Crippled Children's Hospital in Richmond, Virginia.

The ideals of Kappa Delta are best expressed in its open motto, Ta Kala Diokomen: "Let us strive for that which is honorable, beautiful, and highest."

Phi Mu

Alpha Phi Rho was formed in January of 1968 by 21 girls. In February of 1971 this group became the Gamma Phi chapter of Phi Mu.

Phi Mu's colors are pink and white and its flower is a rose carnation. The open motto is "Les Souers Fidels," meaning "The Loyal sisters."

COLLEGE PROGRAM BOARD

The Program Board is composed of the chairmen of the various student program committees and serves to coordinate the various union-sponsored programs and activities. The committees, working with the director of student activities and staff, initiate and develop activities for all members of the college community.

The union needs interested people to serve on these committees. If you are interested, pick up an application in the union lobby office and turn it in to the director of student activities. You will be contacted by a member of the program council.

The following committees serve as integral parts of the Union Program Council:

Entertainment

The entertainment committee is responsible for producing shows of name entertainment, dances and pageants, and developing talent throughout the college. It keeps a talent file to be used for arranging entertainment.

The entertainment committee cooperates with other union committees and outside organizations to furnish entertainment for designated events.

Fine Arts

The fine arts committee plays an important part in the development of a cultural program within the college. Its responsibilities include the promotion of programs such as exhibits, lectures, musical events, concerts, discussion groups, forums and debates.

In brief, any program that contributes to a broader education of the West Georgia student in the areas of arts, music, humanities, and other related fields is the concern and responsibility of this committee.

Recreation

The recreation committee sponsors instruction in activities such as chess, bridge, dance, billiards, etiquette, charme, knitting, photography and other special skills.

It is responsible for the recreational facilities within the building, and for the organization of any other special interest groups or activities within the realm of recreation. It is also responsible for the selection and showing of movies.

POLICIES FOR THE USE OF WEST GEORGIA COLLEGE STUDENT CENTER

General

The West Georgia College Student Center is a multipurpose building which is used for both a campus dining hall and a Student Activities Center. Due to the unique nature of this building, it is the focal point for many diversified activities. The Student Center primarily serves the campus community, although there are occasions when other groups or individuals wish to use the Student Center facilities.

It is important to keep in mind that the primary function of the college is educational and that the activities of all its parts should be directly or indirectly related to this purpose. Recreation, relaxation and an opportunity for social, informal association are all related to a sound developmental philosophy of individual growth. Criteria regarding the use of the Student Center must be guided by this general principle and the following guidelines will be useful in establishing who may use this building and under what conditions.

Jurisdictional Responsibility

Personnel having direct and immediate responsibility for the management and supervision of the Student Center are the Director of Student Activities and the food service manager. General responsibility for the entire building rests with the Director of Fiscal Affairs, with the Dean of Student Services having general responsibility for the student activity functions carried on within the building.

1. Food Service Facilities

All requests for the use of food service facilities or for special arrangements such as banquets, buffets or receptions must be made directly with the food service manager. In addition to a variety of college related functions which use the college food service facilities, there are also many occasions for the facilities to be used for public service activities. Civic club meetings, business banquets, and dinners sponsored by charitable organizations are included in this category. These facilities are also available to other special groups such as camps, clinics, retreats, seminars, conferencees, and workshops. It is assumed here that these groups are allowed use of college facilities because of their educational nature or for other reasons which are determined to be in the best interest of the college.

2. Student Activity Facilities

These areas of the Student Center include meeting rooms, conference rooms, recreation areas, offices of student organizations and other areas leading into and adjacent to the Student Center Building. These facilities are intended primarily for the use of the college community. Like the food service areas, however, there are others who occasionally desire the use of these facilities.

Use By Non-College Personnel

1. *Invited guests are allowed use of the facility provided they are:*

- a. Invited by an individual student for a specific occasion.
- b. Invited by an agency of the college for conferencees, special functions, tours or official visits.
- c. Invited by a recognized student organization to attend specific programs.

The use of the Student Center by a guest is limited to a specific occasion to which he/she is invited and is not to be interpreted to include regular repeated use of the facilities.

2. Public Service Programs or Meetings

a. Programs of a special nature which are principally designed to provide members of the college community with viable linkages with a larger city community on matters of social and cultural relationships and with public service projects or activities.

b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.

c. Programs sponsored are by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determined to be in the best interest of the college.

Reservation and Scheduling of Activity Facilities

The Director of Student Activities is responsible for scheduling and supervising all meeting and display areas of the Student Center. All requests for the use of these facilities must be placed with the Activities Office well in advance of the anticipated function. Before any function is approved and scheduled, the Director of Student Activities shall:

1. Determine if a request for the use of the facilities of the Student Center comply with the general guidelines of this document. If, in the Director's judgement, the request does not comply, he shall refuse to schedule the activity or display.
2. Determine if the activity will impede or in any way affect the normal operation or flow of traffic in and around the Student Center.
3. Reserve the right to specify the location of an activity or display or to move the location of an activity or display if the function is causing an interruption of the normal operation of the Center or of any other activity being conducted in the Center.

Conduct by those attending or participating in any program or activity in the Student Center shall be consistent with propriety, college regulations, and the laws of the State of Georgia and the United States. Refusal to conduct oneself accordingly will result in disciplinary action.

PUBLICATIONS

The West Georgian

THE WEST GEORGIAN is West Georgia's student newspaper. It is published weekly with the exception of examination weeks and quarter breaks. The editor and managing editor are appointed by the Student Publication Board. Any member of the student body is eligible for staff positions.

Chieftain

The CHIEFTAIN is the college yearbook. It is edited and published by the students. The editor and managing editor are appointed by the Student Publication Board.

Other students on the staff are selected from all students interested in this type of work.

The Eclectic

The ECLECTIC is the literary magazine of the college. It is published annually by the student editor which is selected by the Student Publication Board in conjunction with the Department of English.

INTERCOLLEGIATE ATHLETICS

Intercollegiate athletics are an integral part of the overall recreational program at West Georgia College. The College is a member of the South Atlantic Conference, the National Collegiate Athletic Association, and the National Association of Intercollegiate Athletics. Policy is determined by a faculty committee.

Men compete intercollegiately in baseball, basketball, cross-country, golf, tennis, and track; women compete intercollegiately in basketball, tennis, and volleyball. Outstanding teams and individuals compete in national tournaments.

The Braves basketball team won the national championship in 1974, the first national title ever in the state of Georgia.

INTRAMURAL PROGRAM

Opportunities for recreation, social contacts and healthful exercise are provided by the College through an excellent intramural program for those not participating in intercollegiate athletics. A variety of team and individual sports is provided in which the individual may compete. All students are urged to participate in this program.

PROCEDURE FOR APPROVAL AND RECOGNITION OF STUDENT ORGANIZATIONS

A. Criteria for Recognition

Recognition shall be granted only to organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the college. Recognition shall be denied if evidence presented shows that the proposed organization will present substantial likelihood of material interference with the educational function and daily operation of the college or if its activities will be in conflict with the laws or public policies of the State of Georgia and the United States.

B. Application Form

An organization seeking recognition must submit the following required information in writing to the Student Government Association Executive Committee and to the Student Activities Office on the form furnished by that office:

1. Name
2. Purpose (including explanation of why the organization is desirable on campus)
3. Qualifications for membership
4. Constitution and By-Laws (including (a) fees, dues, and other considerations for membership; (b) officer and leadership structure; (c) time and manner of election of officers; (d) time and location of meetings)
5. Names of students to join (minimum of 10 required)
6. Faculty sponsor (required)
7. Explanation of any extra-campus affiliation (e.g., national parent organization)
8. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure and after (it is required that two be named)

C. Review Procedure

After the required information for recognition is received in writing by the Student Government Executive Committee and the Student Activities Office, the following steps must be completed:

1. Forwarded to the Student Senate for approval.
 - a. The Student Senate may at its discretion request a formal hearing of the proposed organization. Upon approval by the Student Senate, the proposed recognition is:
2. Forwarded to the Office of Student Services for approval.
 - a. The Dean may request a hearing for presentation of oral and documentary evidence supporting or opposing recognition.
 - b. A recording or transcript of the hearing may be made and preserved for use in possible appeals and reviews.
 - c. Following approval by the Office of Student Services, the proposal is:
3. Forwarded to the Student Activities Committee of the Faculty Senate for approval, then
4. Forwarded to the Faculty Senate for a recommendation to the President of the college for final approval.

If the Student Government Association, the Office of Student Services, Student Activities Committee of the Faculty Senate, or the Faculty Senate disapproves recognition, the organization may appeal to the next highest individual or committee in the recognition procedure. (The appeal shall be in such form as the reviewing individual or committee may require).

D. Rights of Recognized Organizations:

1. To use college facilities and equipment, subject to the Board of Regents Policies and to College regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment by the Office of Student Activities and/or the Department of Public Safety.
2. To be listed in college publications such as the yearbook, student handbook, catalog, etc.

STUDENT SERVICES

STUDENT GOVERNMENT

Upon registration each student becomes a member of the student body and is eligible to participate in student government. The governing organization for the student body is the Student Government Association, which fosters self-discipline, self-government, and constructive policies concerning scholastic and extra-curricular activities. It has traditionally stimulated high standards in matters of personal conduct and has, in cooperation with the College administration, helped to make and to enforce student regulations.

The Student Government Association is composed of an Executive Council, General Assembly, and a Judiciary Chairman.

RELIGIOUS ORGANIZATIONS

The various religious organizations assume responsibility for directing religious activities on the campus, encouraging church attendance, endeavoring to instill in the students a deeper understanding of their faith, and engaging generally in a program of religious emphasis.

There are several student denominational organizations at West Georgia College. These include the Baptist Student Union, the Canterbury Club (Episcopal), the Newman Club (Catholic), and the Wesley Foundation (Methodist).

Students are invited to attend the local church of the denomination of their choice and the state and regional leadership meetings of the denomination.

LECTURES, CONCERTS, AND ASSEMBLIES

West Georgia College students have many opportunities to experience the cultural aspects of liberal education. During the academic year 1973-74, West Georgia College, West Georgia Union Program Council, and the West Georgia Mutual Concert Association sponsored many programs for the enjoyment of both the campus and community.

A lecture series is sponsored by the Union Program Council and the academic departments in which leading speakers from various fields participate. Programs are designed to expose students to a broad range of talents and topics.

FINE ARTS FESTIVAL

The annual Fine Arts Festival was inaugurated at West Georgia College in the spring of 1964. This event, scheduled for May of each year, presents a varied program featuring students, faculty members and professional artists and musicians. The Festival includes art exhibits, music recitals and concerts, drama productions, lectures, book reviews, and films.

SPRING FLING

Spring Fling is a week of special activities for students and faculty. Its purpose is to bring the two groups together for promoting good student-faculty relations in an atmosphere of fun for all. Activities include a bridge tournament, lectures, dances, concert, soap box derby and other special events.

INTERNATIONAL STUDENTS

The office for International Students is located in Mandeville Hall and all entering foreign students are requested to report to this office as soon as they arrive on campus. The foreign student may receive information on housing, immigration matters, finances and any other area where students from other countries need assistance in becoming integrated into the college community.

WOMEN'S CENTER

The West Georgia Women's Center in Mandeville is open to serve all women, both students and faculty. The purpose of the Women's Center is maximizing the growth and future of all women. General counseling is offered on careers, graduate school, job openings and other matters that arise as women seek to broaden their fields of expertise.

COLLEGE STORE

For the convenience of the students, the College maintains a bookstore in the College Auditorium (ground floor), where students may purchase textbooks, pencils, pens, notebooks, stationery, toilet articles, records, jewelry and other items.

The cost of textbooks depends upon the course taken and the choice of new or used books. New texts cost approximately \$45.00 per quarter; used texts, about one-third less. Store hours are 8:00 a.m. - 5:00 p.m., Monday through Friday.

LAUNDRY SERVICE

Each residence hall on-campus has an automatic washer and dryer.

The Apex Linen Service is recommended for all interested students. This service provides two sheets, one pillow case, and four large bath towels each week of the school year, except during summer quarter. The cost is \$33.00 for the school year plus a \$10.00 deposit which is refundable at the end of the school year if all linen is returned with the key to the student's locker. Additional information is mailed to each student upon receipt of a request for housing.

COLLEGE POST OFFICE

The college post office is located in Hamm Hall across from the Student Center. All students are assigned a campus mail box. Resident students have a mail box in their residence halls and are given the combination at their respective residences. Students who reside off campus are required to check at the College Post Office at the beginning of the quarter for their box combination.

Mail should be addressed in this form:

John Doe
Box 00000, (Residence Hall)
West Georgia College
Carrollton, Georgia 30117

All United States mail services including registered mail, certified mail, insured mail, and purchases of money orders are provided by the college post office. Through the interoffice service, mail may be sent to other students and faculty free. Name, box number, and residence hall are required on mail sent to a student. All students, including those living off-campus, are assigned a mailbox.

Post office hours are 8 a.m. to 4 p.m., Monday through Friday. Boxes should be checked daily.

STUDENT CENTER

The Student Center is the community center of the campus — the cultural, social, recreational, and service center for students, faculty, administration, staff, alumni, and guests of the College.

Included in the building are college dining hall, a snack bar, student offices, recreational rooms, color TV, and multi-purpose rooms for meetings, parties, and other activities.

Recreational facilities in the Center are provided for billiards, table tennis, and a wide variety of other games.

HEALTH SERVICES

The student infirmary is under the daily supervision of a full-time physician. Nurses are on duty 24 hours a day.

For observation and minor illness, students are admitted to the infirmary as directed by the physician. All students who do not have meal tickets for the college dining room must pay for meals while confined to the infirmary.

Tanner Memorial Hospital in Carrollton offers modern services for medical and surgical cases. The student must assume all expenses incurred through the use of the hospital facilities.

An accident-health insurance policy is available to all students. The cost is not included in the fees paid to the College. A brochure containing information on the policy will be mailed to each student prior to registration. Payment should be made directly to the representatives of the insurance company who will be on-campus at the time of registration.

AUTOMOBILES

All students, faculty and staff motor vehicles operated on campus must be registered with the West Georgia College Campus Police Department and must display a current permit, except those vehicles parked at meters during zone parking hours.

Vehicles must be registered regardless of the length of time they are operated on campus. Vehicles can be registered at the Campus Police Department between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. At all other hours a temporary permit may be obtained.

All members of the college community including students, faculty and staff are urged to familiarize themselves with the college traffic code and are expected not only to observe the traffic regulations but to pay fines for violations of them.

All students may have cars on campus.

RESIDENCE LIVING

Residence hall living at West Georgia College offers a significant contribution to the total educational development of each resident student as he learns from individuals of varied backgrounds, experiences, and personal philosophies. Harmonious living, broadened horizons, and increased human understanding are all desired results of the residence experience. The environment of a hall is largely dependent upon the cooperation, interest, and participation of each student. Individual responsibility and initiative are essential characteristics of communal living. Most of the living centers have been constructed in the last ten years and not only meet the physical needs of comfort, safety, and attractive surroundings but also aid in the development of a disciplined mind, a social consciousness, and a large degree of responsibility for governing a group's affairs.

THE LIBRARY

A library is one of the most important structures on any campus, and West Georgia College is proud to have one of the most modern library facilities in the State of Georgia. This four-story structure was constructed in 1968 and features numerous study and conference

rooms, hundreds of study carrels, microfilm reading rooms, and research study areas for graduate students. The library currently houses 169,970 volumes, 10,640 reels of microfilm, and more than 300,000 total pieces of microtext.

SPECIAL SERVICES

The Computer Center, located in the Mathematics-Physics Building of the Academic Center, provides data processing services for the entire College and is used for instruction, research, and administration.

The center is equipped with an IBM S/360 Mod 40 digital computer with four disk drives and a high speed printer and card reader. Telecommunication with an IBM S/360 Mod 65 computer at the University of Georgia is maintained by an IBM 2741 Communications Terminal.

The Instructional Media Center, located on the ground floor of the Old Biology Building, assists faculty members from all departments in improving instruction through the use of audio-visual materials. Established to provide audio-visual equipment, it has a trained staff to provide professional services and consultation in developing more effective means of instruction. Services include production of 35mm slides and filmstrips, audio and video tapes, 35mm slides with audio tape, original art work, charts, graphs, tape-dubbing, dry mounting, laminating, and film procurement from various film libraries. Equipment includes overhead, slide, filmstrip, and motion picture projectors, tape recorders, cassette recorders, and record players.

ACTIVITIES SCHEDULING

To make reservations for the various facilities and to schedule events for the college calendar, please contact the Student Activities Office.

All activities must be scheduled on the Master Calendar in order to assure you use of the room and obtain publicity for your program.

COUNSELING, FINANCIAL AID, AND PLACEMENT

COUNSELING SERVICES

The Student Development Center, a part of the office of Student Services, is located in Mandeville Hall. The Center offers a variety of services which are open to all West Georgia College students.

Professional counselors are available to assist students in their career and educational development or in coping with personal problems. Students needing assistance of a type not provided by the Center can usually be directed to the proper source by the counselors. All interviews are confidential and no records are released without the student's permission. Tests and personal inventories are often used to assist the student in choosing a career or in assessing his study habits and aptitudes. Information regarding entrance tests and other graduate school requirements is usually available and a current career information library is maintained at the Center.

The Student Development Center coordinates a series of achievement programs for students with problems in reading, study, or concentration. These programs may involve the student working individually with a counselor or collectively in a small self-improvement group. Additionally, the Center operates a reading lab in cooperation with the School of Education.

Activities of the Center are continual and students can begin to participate at any time during the quarter. To inquire about services students should go to room 127 Mandeville Hall or call extension 391.

FINANCIAL AID

Financial aid is available to students to attend the College. The federal and state governments, the College, and many foundations, companies and individuals provide funds for worthy and deserving students. A program of financial support is tailored to meet the needs and special circumstances of each student. The program may involve a combination of the various types of available aid and most of the aid programs may be renewed each year. Therefore, a student may be assured of financial aid throughout his college years.

The Director of Financial Aid administers the various programs that are available at West Georgia College. Financial policies and scholarship awards are approved by the Student Services Committee of West Georgia College.

PLACEMENT SERVICE

The chief goal of the Placement Office is to offer students and alumni a professional placement service. Counseling in the area of employment opportunities and placement is available to all students currently enrolled, those who previously attended, and those whose applications for admission have been accepted. The Placement Office maintains continuous communications with employers and assists students and alumni with employment opportunities which are available. Notification of on-campus interviews is given to seniors by mailings and by announcements in the college newspaper and the placement bulletin board. Dossiers are prepared for all graduating seniors and for alumni who seek help in placement. Personal data and credentials are sent to a prospective employer upon request from the registrant or the employer, or when an employer requests referrals of qualified candidates. The Placement Service also aids students in obtaining part-time employment, which in school, and furnishes information concerning graduate schools, Peace Corps, armed services and Civil Service Examinations.

STUDENT REGULATIONS AND STANDARDS

Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students. Students assume responsibility for their own conduct, and through their hall councils and the student judiciary system, accept responsibility for the behavior of their fellow students.

College regulations go into effect at the time a student matriculates, and continue until the time of graduation or withdrawal. By the act of registration the student implies acceptance of the standards and regulations which are stated in this handbook and in other

publications of the college. Students should realize that any behavior which reflects adversely upon the students of West Georgia College or upon the College will make the individual involved liable for disciplinary action. This is true whether the incident occurs on campus or off campus.

REGENTS' STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this Statement are incorporated as a part of these regulations.

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, decision, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divert itself of this responsibility.

Of equal, or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education. (Minutes, 1968-69, pp. 166-169).

STUDENT CONDUCT CODE

I. Academic Irregularity

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course.

2. No student shall take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and roll books.

3. No student shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the college, without authorization from the instructor.

4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

II. Alcoholic Beverages (Effective July 1, 1972)

The drinking, possession, or transportation of alcoholic beverages is discouraged. The drinking, possession, or transportation of alcoholic beverages by any student under the age of 18 is strictly prohibited. No policy or regulation of the college sanctions either the use of alcoholic beverages or actions in contravention of State, Federal, or local laws regarding their purchase or consumption. Such laws are strictly applicable.

Consumption of alcoholic beverages in public areas on the campus is prohibited. All areas of the campus are considered public with the exception of rooms leased by students in residence halls for residence purposes.

1. Consumption and possession of alcoholic beverages are discouraged but are not prohibited in private living quarters occupied by at least one participant, provided that each participant is at least eighteen (18) years of age.
2. Alcoholic beverages which are being transported to or from private living quarters must be in a bag or other covering container. The conspicuous or flagrant possession of any alcoholic beverage is prohibited.
3. Consumption or display of alcoholic beverages is prohibited in residence hall non-private areas such as lobbies, recreation rooms, lounges, or community baths.
4. No student shall be in an intoxicated condition at any time or on any occasion on or off campus, as made manifest by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language.
5. Disorderly conduct in connection with drinking is prohibited.

III. Damage to Property

Malicious or unauthorized intentional damage or destruction of property belonging to the college, to a member of the college community, or to a visitor to the campus, is prohibited.

IV. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the college. This section should not be construed so as to deny any student the right of peaceful non-disruptive assembly.
2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the college or with authorized events being held on the campus.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Any use of sound amplification equipment must be cleared through the Student Activities Office.)

V. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized college organization is prohibited.
2. No student shall push, strike, or physically assault, or threaten to do the same, to any member of the faculty, administration, staff or student body or any visitor to the campus.
3. Conduct on college property, or at functions sponsored or supervised by the college or any recognized college organization, which materially interferes with the normal operation of the college or the requirements of appropriate discipline, is prohibited.
4. No student shall enter or attempt to enter any dance or social, athletic or any other event sponsored or supervised by the college or any recognized college organization without credentials for admission, i.e., ticket, identification card, invitation, etc., or in violation of any reasonable qualifications established for attendance. At such college functions a student must present proper credentials to properly identified college faculty and staff upon their request.
5. Conduct or language, or expression otherwise, which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.
6. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified college faculty, administration or staff personnel while these persons are in the performance of their duties.

7. The following are expressly prohibited:

Obstruction of, disruption of, or interference with any College activity, or with an authorized program conducted on College premises by non-members of the College community.

Unauthorized obstruction of, disruption of, or interference with vehicular or pedestrian traffic on College roadways or walkways, or on public streets and sidewalks adjoining, transversing, or in the vicinity of College property.

Behavior which jeopardizes the safety or well-being of other members of the College community, or persons coming onto College property. The proscribed conduct includes, among other things, harassment of, or interference with, firemen, policemen or other persons engaged in the performance of their official duties; physical abuse or threatening physical abuse of any person on College property; forcible detention of any person on College property; loitering on the campus especially in the areas adjacent to the student center, gymnasium or residence halls.

VI. Drugs

The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

VII. Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by the college. No student shall furnish false information to the college.

VII. Explosives

No student shall possess, furnish, sell or use explosives of any kind on college property or at functions sponsored or supervised by the college or any recognized college organization.

IX. Fire Safety

1. No student shall tamper with fire safety equipment.
2. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire in or on college property.
4. The possession or use of fireworks on college property or at events sponsored or supervised by the college or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by

combustion, explosion, or detonation.

5. No student shall make, or cause to be made, a false fire alarm.

X. Weapons

Students are prohibited from possession of firearms on college property or at events sponsored or supervised by the college or any recognized college organization. The possession or use of any other offensive weapons is prohibited.

XI. Hazing

All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited.

XII. Joint Responsibility for Infractions

Students who knowingly act in concert to violate college regulations have individual and joint responsibility for such violation and such concerted acts are prohibited.

XIII. Student Identification Cards

1. Lending, selling or otherwise transferring a student identification card or meal ticket is prohibited.
2. The use of a student identification card or meal ticket by anyone other than its original holder is prohibited.

XIV. Theft

1. No student shall sell a textbook not his own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his possession, items of college property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.

XV. Unauthorized Entry or Use of College Facilities

1. No student shall make unauthorized entry into any college building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any college facility.
3. Unauthorized possession or use of college keys is prohibited.
4. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

XVI. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

XVII. Repeated Violations

Repeated violations of published rules or regulations of the college, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, will result in the severest penalties applicable.

XVIII. Violation of Outside Law

Violation of local, state or federal law, on or off the campus, which violative act constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the college, or with the requirements of appropriate discipline, is prohibited.

XIX. Misuse of College Name

Use of the college's name for soliciting funds or for some other activity without prior approval of proper college authorities, or any misuse of the college's name, is prohibited.

XX. Solicitation Ruling

With the following exceptions, solicitation on the West Georgia College campus is prohibited:

1. Student organizations sponsoring fund raising activities on campus by selling doughnuts, candy, cakes, cookies or other novelties generally accepted as fund raising items.
2. Distribution (for free or donations) of religious or political information or any other such information having relevance to the college community.
3. Military recruitment or other recruitment activity under sponsorship of the Placement Office.
4. Visits by company representatives to residence halls must be by appointment only unless sponsored by a hall council as an educational program.
5. Sale of tickets to college sponsored activities.
6. Requests for financial support from student organizations by non-profit service or charitable organizations.

Any activities involving solicitation must comply with existing regulations regarding use of college facilities. All types of door to door solicitation in the residence halls is specifically prohibited.

XXI. Violation of Campus Traffic Rules and Regulations

(See the Department of Public Safety for a copy of the current Traffic Code).

Anyone registering a vehicle on behalf of another student is subject to a fine of \$25.00.

XXII. Violations of College Housing

- A. Quiet hours — each hall sets its own standard for quiet periods for study.
- B. Visitation — each hall has a predetermined schedule which restricts the visiting hours for residents and guests.
- C. Room change — any room changes made in the residence halls without the prior approval of the Housing Office are prohibited.
- D. Tampering with fire and life safety equipment is prohibited.
- E. Pets, other than tropical fish or turtles, are not permitted.

F. Cooking in the halls is not permitted except in designated kitchen areas.

G. All regulations outlined under Student Conduct Code also apply to the residence halls.

DRESS

West Georgia College students are receiving an education preparing them for entrance into various professions. During one's college years, one should develop a practice of dressing in a manner which is appropriate for the occasion and in good taste.

One should remember that as a West Georgia College student, he is a representative of the college in the eyes of the public — both on-campus and off-campus — and should, therefore, dress accordingly.

Campus dress is treated primarily as a matter of individual taste and style. Students, however, are encouraged to be neat and clean and to exercise good judgement.

SMOKING

No smoking is permitted in the gymnasium or the library except in special areas. Smoking, whether by faculty or students, is not permitted in the classrooms while class is in session. Smoking is permissible in the classroom between classes and at other times, provided appropriate receptacles are used.

CHANGING STUDENT REGULATIONS AND STANDARDS

The Student Government Association shall be empowered to recommend desired changes through the offices of the Dean of Student Services and the President of the College. Students shall be notified of approved changes through announcement in the West Georgian. Changes will become effective upon publication.

INVITATION OF SPEAKERS TO CAMPUS

Chartered groups of West Georgia College students shall be allowed to invite and hear any person of their own choosing. In order to safeguard the College and the College community from abuse and/or disorder and to allow for adequate preparation and orderly scheduling, the student group must request and receive permission through the offices of the Dean of Student Affairs or the Dean of Academic Affairs as appropriate. Invitations to outside speakers must always represent the desire of a chartered student group and not the will of an external individual or group.

It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

The President of the College or his authorized representative may cancel a speaker's reservation when there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization through the Dean of Student Affairs.

DEMONSTRATIONS

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the College supports the rights of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

On-campus demonstrations, cleared at least 48 hours in advance through the office of the Dean of Student Affairs, may be conducted in areas which are generally available to students, provided such demonstrations are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with classes, scheduled meetings and ceremonies, or with other events and processes of the College. In no case shall demonstrators be permitted to enjoin the freedoms and rights of other members of the college community.

Non-members of the college community shall not be permitted to engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any college process.

DISCIPLINARY PROCEDURES

When a student is charged with violation of conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below:

1. All complaints of alleged violation by a student shall be made in writing to the Office of Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

2. The student shall be notified in writing that he is accused of a violation and will be asked to come in for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised that:

A. The case is being referred directly to the disciplinary system for a hearing.

B. He/she may, in writing, admit or deny the alleged violation, waive all further hearing, and request that the college officials take appropriate action.

C. He/she may, in writing, admit or deny the alleged violation and request that the case be referred to the college disciplinary system for a hearing.

4. The student is expected to notify his or her parents or guardian of the charges, and these persons may request a conference with the college officials prior to the hearing.

5. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if he so requested, to his or her parents or guardian; it will specify the action taken by the hearing body and the interest of the college which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or his parents or guardian, a summary of the evidence will be communicated.

6. The student shall be notified in writing of his or her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the college. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he so requests, to his parents or guardian.

RIGHTS OF STUDENT DEFENDANT

In formal hearings, the student defendant shall be afforded all rights required by due process including:

- a. The right to an advisor of his choice.
- b. The right to question the complainant.
- c. The right to present evidence in his behalf.
- d. The right to call witnesses in his behalf.
- e. The right to remain silent and have no inference of guilt drawn from such silence.
- f. The right to cross examination.
- g. The right to appeal if suspension or expulsion is imposed.

h. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his own expense. The college shall also have this option at its expense.

- i. The right to be advised of his right to appeal.

j. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the college.

In such case, the Office of Student Services may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

Disciplinary Measures

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Conduct

Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. **Expulsion** — permanent severance of the student's relationship with the college.

2. **Disciplinary Suspension** — temporary severance of the student's relationship with the college for a specific period of time, though not less than one quarter.

3. **Disciplinary Probation** — notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.

4. **Reprimand**

Oral Reprimand — an oral disapproval issued to the student.

Letter Reprimand — a written statement of disapproval to the student.

5. **Restrictions** — exclusion from enjoying or participating in:

 A. Social activities

 B. Identification card privileges

6. **Restitution and Fines** — reimbursement for damage to or misappropriation of property; this may take the form of appropriate service other compensation.

7. **Forced Withdrawal** — from the academic course within which the offense occurred without credit for the course.

8. **Change in Grade** — for the course in which the offense occurred.

Appellate Procedure

When a student shall be expelled or suspended by action of the judicial system, such student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the President of the college within five days after notification of the decision of which he complains. The President shall within five days appoint a committee composed of three members of the faculty of the college or he shall utilize the services of an appropriate existing committee. This committee shall review all facts and make its findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.

2. A student may appeal on grounds that the evidence was not sufficient to find him guilty or other specified relevant grounds. In either case he shall clearly state his grounds for appeal in his written statement to the President.

3. The President shall be given a tape recording and/or written summary of the proceedings in the original hearing by the judicial system. If a verbatim transcript has been made, it shall be made available to the President for his consideration.

4. When the President of the college has rendered his decision in writing on any appeal, the student will be considered to have exhausted his remedies on the local level.

5. Should the aggrieved person be dissatisfied with the decision of the President, he shall have the right to appeal in writing to the Board of Regents. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.

6. Notwithstanding any other provision, the President is authorized to review any student discipline case and take such action as he deems appropriate with respect thereto. His review may be based upon (1) the record made before the judiciary system; (2) oral or written arguments made to him by the parties or their representatives; (3) a de novo evidentiary hearing before him substantively flowing the procedures set out herein for hearings before the judiciary system; or (4) any combination of the foregoing methods. A student defendant may appeal the decision of the President in writing to the Board of Regents. Such appeal shall be submitted in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.



